

Approved For Release 2001/07/28 : CIA-RDP74-00390R000300020004-9



Sixth Annual
**FEDERAL
GOVERNMENT
PAPERWORK
MANAGEMENT
AWARDS**

Awards Presentation Luncheon



**WASHINGTON HOTEL
Washington D.C.
TUESDAY, OCTOBER 6, 1970**

Those who achieve excellence or who make significant contributions to any area of endeavor deserve our recognition, appreciation, and thanks. This annual awards presentation luncheon was instituted six years ago to honor those who have made special contributions to the improvement of Government paperwork systems.

The Association of Records Executives and Administrators (AREA) is dedicated to recognizing such achievement and the healthy impact it has upon improving Federal paperwork management while saving tax dollars. Since this is a Government "of the people, by the people, and for the people," every citizen is benefitted by such outstanding accomplishments as those which are being recognized on this occasion.

Our hope is that the fine example of our 21 special guests will challenge many others to even greater efforts.

DUDLEY F. JUDD

International President
Association of Records Executives
and Administrators

ASSOCIATION OF RECORDS EXECUTIVES
AND ADMINISTRATORS

SPECIAL AWARDS BOARD

John L. Price, Chairman
Standard Oil Company (NJ)
New York City, N. Y.

L. I. Harris, Jr.
American Telephone and Telegraph Company
New York City, N. Y.

P. J. Wolfe
First National City Bank
New York City, N. Y.

AWARDS LUNCHEON PROGRAM

Presiding as Luncheon Toastmaster

DUDLEY F. JUDD
International President
Association of Records Executives
and Administrators

Special Message
from the
PRESIDENT OF THE UNITED STATES

Luncheon Address

Miss FRANCES G. KNIGHT
Director, Passport Office
Department of State

Presentation of Awards

GOVERNMENT PAPERWORK MANAGEMENT AWARDS

<u>Nominee</u>	<u>Nominating Agency</u>
Gerald L. Boyd	Dept. of Health, Education, & Welfare
Ray D. Duncan	U. S. Atomic Energy Commission
Jane B. Evans	Dept. of Housing & Urban Development
James E. Harper	Defense Supply Agency
Harold E. Harriman	Department of Transportation

Rose L. Kalman	Department of the Navy
Robert G. Klein	Department of the Army
Harry Kulick	Department of Justice
Rome D. Leandri	Veterans Administration
Linwood A. Rhodes	Department of State
Leland C. Shepard	Department of the Air Force
Yutaka D. Takekawa	Post Office Department
Joseph B. Warren	Department of Defense

Group Nominees

Marie Carey Carter Hall Thomas Hawkins	Department of the Treasury
Paul R. Browne Samson Schechter	General Services Administration
Leonard W. Donoghue Thomas F. O'Connor	U. S. Civil Service Commission

SPECIAL AWARDS RECIPIENTS

Colonel Leland C. Shepard, USAF
Department of the Air Force

Leonard W. Donoghue
Thomas F. O'Connor
U. S. Civil Service Commission

Gerald L. Boyd
Department of Health, Education, & Welfare

George M. Hicken
National Security Agency

Rome D. Leandri
Veterans Administration

SPECIAL MENTION

(Recipient of Presidential Management Improvement Award)

Harold E. Harriman
Department of Transportation

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GENERAL CITATION

"In recognition of distinguished work
in the United States Government
exemplifying in an outstanding man-
ner the highest characteristics of
public service through paperwork
improvement and simplification."

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GERALD L. BOYD, Director
Division of Systems Coordination and Planning
Social Security Administration
Department of Health, Education, and Welfare

Mr. Boyd is responsible for the development of major automated systems in the Social Security Administration (SSA) that have saved several million dollars and resulted in the elimination of millions of paper records; elimination of hundreds of thousands of intercomponent requests for status reports; automatic recomputation costs cut to a fraction of previous costs; effective control of hundreds of thousands of claim folders and documents.

The in-office microfiche system has eliminated at least 20 million paper records occupying 8,700 filing cabinets. An improved exchange system between SSA and State and Public welfare agencies has eliminated a large volume of paper-flow in well over 1 million actions annually and has substantially reduced it in half a million more. The new SSA real-time system provides excellent document control, has eliminated the costly old weekly folder inventory, and will eventually eliminate the manual collection of workload statistics.

RAY D. DUNCAN

Director, EDP and Administrative Services Division
Nevada Operations Office
U. S. Atomic Energy Commission

Through Mr. Duncan's leadership, all large Nevada Operations Office contractors have a records management program and are actively using the resources provided by the Government in support of such programs. Records on hand have been significantly reduced. Of a total volume of 31,000 cubic feet of records, about one-half have been placed in Federal Records Centers.

The use of microfilm for engineering drawings has resulted in considerable savings in distribution cost, storage, space, and maintenance cost. The use of a Magnetic Tape Selectric Typewriter system to handle large, repetitive, typing jobs has had considerable benefit in decreased turnaround time and savings of up to 80 per cent in clerical time.

A central computer facility is now being installed which, when completed, can save \$700,000 per year. The use of an existing purchased computer as one of the remote terminals to the central computers avoided the purchase of a new

computer and resulted in a direct savings of \$150,000.

Mrs. JANE B. EVANS
Management Analyst
Records and Forms Management Branch
Office of General Services
Dept. of Housing and Urban Development

When the Department of Housing and Urban Development was established in 1966, Jane Evans was hired to develop a central forms management system. She single-handedly developed an effective program, including the development of a forms management handbook of standards and procedures, and a forms catalog for the Department.

Central managerial control of HUD forms has resulted so far in decreasing the number of forms by over 15 per cent, and updating and standardizing old forms and improving their quality. Processes have been simplified, unnecessary forms have been eliminated and stringent controls are now maintained to prevent creation of unnecessary and duplicate forms.

Overall estimated annual recurring cost avoidance to HUD through elimination of unnecessary and duplicate forms is \$161,500 to date. Simplification and standardization of public use forms is contributing immeasurably to improved service to the public.

JAMES E. HARPER
Technical Data Manager
Defense Electronics Supply Center
Defense Supply Agency

Mr. Harper authored and had published as a DSA Manual the so-called ADAM (Aperture Distribution and Maintenance) System. As a result of its installation, the number of technical data requests processed increased from a monthly average of 8966 to 25,475--an increase of 184 per cent. The fill rate during this period advanced from 42 per cent to 54 per cent. A monthly average of 2498 data requests were processed against Military Service repositories prior to ADAM, compared with 7844 after ADAM--an increase of 215 per cent.

While the Technical Data Branch's productivity was increasing sharply, the work was accomplished with five less personnel--yielding \$42,300 in annual salary savings.

Although the ADAM system has been successfully implemented and is operating effectively, it is currently undergoing further change and refinement under Mr. Harper's direction.

HAROLD E. HARRIMAN
Asst. Director for Documentation & Procedures
Office of Facilitation
Office of the Secretary
Department of Transportation

Mr. Harriman designed and gained acceptance of an inter-modal through bill of lading for transportation. This is considered to be the most important accomplishment in transportation documentation that has ever been made in the history of the United States.

Existing documentation is being reduced at least 25 per cent. The present volume involves some 90 million domestic shipments and 11 million international shipments to and from the United States annually. In terms of savings, it has been estimated that documentation runs as high as ten per cent of the value of goods. A 25 per cent reduction in the number of documents could result in at least \$500 million savings annually. When fully implemented, at least 12 documents for each shipment will no longer be needed.

This accomplishment culminates a goal sought for over 15 years.

STATINTL

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STATINTL

[REDACTED] has managed an inter-departmental experimental program which has netted together a number of independent remote information retrieval systems in the intelligence community.

This experiment in information network of computers has permitted associated agencies to come to grips with real-world problems in information handling in such diverse areas as security, user requirements and support, communications, and data standards.

In addition, he has been responsible for the management, implementation, and operation of an inter-departmental project. Today the network permits users to have access to data bases in other agencies.

STATINTL

The programs that [REDACTED] conceived and developed have produced significant savings of time and markedly increased the efficiency and the effectiveness of information storage and retrieval--both at NSA and at agencies linked

~~Mr. J. ROSEN~~
Mrs. KALMAN
General Supply Assistant
Data Processing Department
Naval Supply Center
Charleston, South Carolina
Department of the Navy

As Cost Reduction Coordinator for the Data Processing Department, Mrs. Kalman achieved significant results in the area of computer time, manhour and related cost savings within the Data Processing Department and other departments of the Naval Supply Center. Her cost reduction efforts have resulted in validated savings of \$96,000 in a ten-month period. In addition, she has contributed to the elimination and modification of various programs and initiated actions which have proved effective in solving processing problems and resulted in the savings of incalculable man-hours.

Her efforts have materially assisted in the mechanization of all listings for reports, and forms control, as well as the directives listing for the Center. Previously, such listings required considerable manual effort for reproduction of the data contained therein for dissemination to all cognizant codes.

ROBERT G. KLEIN
Management Analyst
Office Management Division
The Adjutant General's Office
Department of the Army

Mr. Klein has developed several programs for the Department of the Army on the selection, standardization, and use of office equipment. His more recent and notable efforts have been concentrated on copying machines used in office operations.

Most recently he tested and selected copying equipment for issue to Army combat support units. Such equipment is also ideally suited for small offices. The importance of Mr. Klein's contribution is yet to be realized as the results of his efforts are applied to combat situations in Vietnam and similar battlefronts. However, in Southeast Asia alone it is estimated that savings will amount to several million dollars annually.

Mr. Klein's Technical Bulletins have been published by the Army and are widely used by Government, industry, and the trade for selection criteria.

HARRY KULICK, Director
Office of Records Administration
Administrative Division
U. S. Department of Justice

Within one year, under Mr. Kulick's able leadership, substantial savings in time, manpower, and materials have been realized in all records management areas of the Department of Justice without compromising the integrity of the Central Filing System. Mr. Kulick's office is carrying efficiently an increased work load with an approximate 15 per cent reduction in available personnel.

The legal files were carefully screened, resulting in the release of 3,000,000 index control cards, 6,500 square feet of floor space, and 1,250 file cabinets for other uses. With the installation of Magnetic Tape Selectric Typewriters for handling correspondence, an expanded volume of mail is being handled with savings of \$36,000 annually in salaries alone. Improved work procedures have resulted in group filing of non-action reports; less volume of paperwork and better controls over case materials for the legal divisions; reduction of 10 hours in delivery time of outgoing mail; handling time of incoming mail reduced by nearly one-third.

ROME D. LEANDRI
Assistant Director for Office Services
Contact and Administrative Service
Department of Veterans Benefits
Veterans Administration

Mr. Leandri developed and installed an internal evaluation system that makes management much more aware of and responsive to improvements.

Annual savings of nearly \$1 million are being realized through the utilization of centralized remote control dictating systems. The wide use of automatic typewriters for correspondence indicates savings of about \$1.2 million may be achieved through the elimination of typing positions, machine requirements, and maintenance contracts. A new computerized program for identifying records eligible for disposition is resulting in the retirement of 22,000 cubic feet of records annually. Annual savings in floor space and filing equipment are estimated at over \$250,000.

Better service to veterans and their dependents has resulted in thousands of dollars in tangible benefits to the Veterans Administration and to the Federal Government.

LEWIS A. RHODES
Supervisory Records Management Officer
Management Standards Division
Office of Data Systems
Agency for International Development
Department of State

Challenged by a White House order to speed up receipt of messages and to reduce by one third the volume of reporting from abroad, (interpreted as all forms of overseas message traffic) Mr. Rhodes was able to speed up message transmission significantly and to achieve meaningful reduction in message traffic in a period of a few months.

All standards established and control measures instituted required skilled diplomacy to gain acceptance by those long accustomed to giving only token support. At the same time he has directed an equally successful reports elimination program within AID's domestic framework. Five reports are scheduled for immediate cancellation. Many others are being reduced in both size and frequency. Moreover, the groundwork has been laid for a periodic review of all reports which are being continued to insure that the substance of the President's message will be built into AID's program operation on a continuing basis.

Colonel LELAND C. SHEPARD, USAF
Chief, Airman Promotion Division, Directorate
Personnel Program Actions
USAF Military Personnel Center
Randolph Air Force Base, Texas
Department of the Air Force

A new and unique airman promotion system that utilizes the latest computer methodologies and techniques was developed, tested, and made operational under Colonel Shepard's leadership.

"Peaks and valleys" in promotion action workloads at base personnel offices world-wide have been eliminated. Great savings in correspondence between the headquarters office and base personnel offices have resulted. Immediate reduction of over 700,000 folders containing over 10 million copies of forms and correspondence has resulted. Message traffic concerning inquiries has been reduced by 75 per cent or 28,000 messages annually. Promotion selection boards at major commands and below have been eliminated. Such actions have accomplished dollar cost-manhour savings that are without parallel in airman promotion history. This system has increased morale, improved retention rates, performance, and productivity within the airman force.

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Mr. Takekawa
Staff Assistant to the Deputy Regional Director, Services
Industrial Engineering Section
Minneapolis Region
Post Office Department

Mr. Takekawa's contributions to files maintenance and records disposition affected 2,618 post offices in the four states of the Minneapolis Region. His efficiency program resulted in destruction of 416 cubic feet of paperwork and transfer of 63 cubic feet, and produced estimated savings in excess of \$57,000 in records management.

Under the organization and direction of Mr. Takekawa, files maintenance and records disposition became a generally accepted office practice. A directives system and a system of forms control were established and implemented. His leadership in the areas of forms, records, correspondence, reports, directives, and paperwork management is effective and will result in continued efficiencies in these areas that should result in substantial savings year after year.

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Colonel JOSEPH B. WARREN, USAF
Deputy Comptroller for Data Automation
Office of Secretary of Defense
Department of Defense

Colonel Warren has managed the first concerted, long-term effort designed to improve management visibility and reduce redundant development. No effort of such scope had been previously attempted in this important and high-budget area.

Under his direction specific adjustments were made exceeding \$75 million to the DoD budget plan. Unneeded reports have been eliminated and the scope of the systems has been more realistic. The use of advanced ADP technology such as source data automation (e. g. , optical character recognition and keyboard-to-magnetic tape devices) and computer output-to-microfilm (COM) equipment is an important part of the drive to achieve maximum ADP systems effectiveness.

A model to forecast Defense expenditures by major appropriation category has been highly successful and has been adapted for use by the Office of Management and Budget. Work on uniform data elements has resulted in better computer utilization with extensive time and money savings.

CARTER HALL
Management Services Branch

Mrs. MARIE CAREY
Standards and Programs Branch

THOMAS HAWKINS
Budget, Reports, and Data Processing Branch

Internal Revenue Service
Department of the Treasury

These three IRS analysts worked together as a study group which recommended and promoted major improvements in Service-wide Revenue Agent Reporting procedures.

As a consequence of the study group's findings and resulting procedural changes, the cost of preparing Revenue Agent Reports was sharply reduced while the quality and utility of the end product were significantly improved. Specifically, an annual savings of \$162,270 will result from the estimated reduction of approximately 30 clerical manyears. An additional annual savings of \$82,500 will be derived from reduced photocopy requirements. The new reporting formats also require less technical manhours for preparation, freeing agents for revenue producing activity. Finally, the new reporting procedures will greatly improve the quality of the final documents provided to the taxpayers and their repre-

SAMSON SCHECHTER and PAUL R. BROWNE

Magnetic Tape and Office Equipment Section

Procurement Operations Division

Federal Supply Service

General Services Administration

Messrs. Schechter and Browne combined their efforts to install a more effective system for procuring approximately \$10 million worth of tabulating cards annually for the Federal Government. A saving of 70 per cent in time used to review former multiple contracts has resulted. Higher minimum orders reduce the volume of purchase orders issued with resultant lower unit prices. Detailed price justification documentation has been eliminated with resultant time savings and less filing space required. Doubling the contract period means less paperwork for contractors and the Federal Government.

New contract awards are yielding savings in the area of 5 to 7 per cent compared with former contracts. Also valuable time savings are now possible. Precise savings in terms of dollars, paperwork, manhours, and filing space have not yet been computed, but annual savings should approximate \$1 million.

LEONARD W. DONOGHUE
Operations Support Division

THOMAS F. O'CONNOR
Program Development Division

Bureau of Recruiting and Examining
U. S. Civil Service Commission

Messrs. Donoghue and O'Connor have corroborated during the past year in the design and implementation of a highly effective and efficient examining plan for Clerk/Carrier positions in the Post Office Department.

The immediate results of their efforts significantly improved the operations of this plan by reducing from six to two the number of forms required to be completed by an applicant--eliminating over two million pieces of paper annually. The capabilities of the computer have been used extensively to keep paperwork processing to a minimum and reducing the requirement for manual review of application forms.

In addition to producing an estimated annual savings of over one-quarter of a million dollars in this examining operation, the plan has greatly expedited the Clerk/Carrier examining process and significantly increased the service to the Post

Office Department and the public.

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A U T O G R A P H S

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